

CEA



CAREER EXECUTIVE ASSIGNMENT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF OF STAFF
LEVEL	CEA 2 (Salary Range \$7815-8616)
FINAL FILING DATE	March 30, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the incumbent is responsible as a member of the executive staff for supporting the Director on issues and policy matters of critical concern to the Department. The incumbent also provides direction in the development of policies for the strategic organizational and performance metrics for the Department.

- Develops and identifies new approaches and technologies to the strategic organizational and performance metrics for the Department. Advises the Director on departmental policies and provides direction to the strategic planning of the Department. Identifies issues/needs, conducts independent research and formulates recommendations on the pro/cons of recommended actions.
- Communicates policy decisions and other sensitive information to Deputy Directors, Division Chiefs, and District Directors; coordinates and performs studies of special interest to the Director and Deputy Directors; serves as a facilitator between the Director and staff in resolving issues and assuring that the needs of both sides are met.

- Participates with the Director, Chief Deputy Director, Deputy Directors and District Directors in the development of major policy.
- Serves as the single point of contact with the Governor's Office, Business, Transportation & Housing Agency and Executive Staff in the absence of the Director and Chief Deputy Director. Determines whether issues require the Director's attention or if it can be handled through other channels. Works with Legislators, other agencies and departments, and external agencies on the Director's behalf.
- Acts as the central coordination point for the Director's assignments to Deputy Directors. The Chief of Staff discusses assignments daily with members of the Executive Staff.
- Serves as liaison with the represents the Director at meetings and conferences and serves on project task forces/team and special committees with responsibility to develop and recommend solutions to issues which may span the full range of departmental programs. This requires in depth knowledge of the Director's vision, plans and goals.
- Reviews and approves material for the Director's signature for policy content, the Director's concerns, and political sensitivity.
- Meets daily with the Director and Chief Deputy Director to discuss departmental directions, issues and decisions.
- Advises Director/Chief Deputy Director on matters and responds to inquire from legislators, public agencies and the private sector.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Senior Transportation Planner/Senior Transportation Engineer level or higher that developed the following qualifications:

- A broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a large and complex statewide program.
- Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation performance measures.
- Familiarity with federal and state regulations that apply to and impact the work of the Department and with the Department's mission, goals, programs, and policies.

- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent the Department in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.
- Demonstrated ability to develop successful partnerships with internal and external customers.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Senior Transportation Engineer and Senior Transportation Planner.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include

responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.

- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- *A Statement of Qualifications.* The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by 5:00 p.m. on March 30, 2010. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.